



Department of Energy
Germantown, MD 20874-1290

JUN 15 2006

MEMORANDUM TO PROGRAM RECORDS OFFICIALS
RECORD LIAISON OFFICERS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 06-30
NEW POINT OF CONTACT AT NARA

A handwritten signature in cursive script, reading "Sharon Evelin", is written over the typed name and title of the sender.

We have a new point of contact at the National Archives and Records Administration (NARA), Jill D. Glenewinkel. Jill replaces Christopher Cwynar and has been with NARA about five years. She is an Archivist and is willing to assist us as we have need.

However, like the Department of Energy (DOE), NARA is short staffed and does not have the resources to deal directly with all DOE offices. For this reason, we ask that you not contact her directly, but work through the established protocol (site to Field/Services Center to Program Offices at Headquarters to OCIO). Hopefully, we can deal with most issues internally.

If you have records management issues or require assistance, please continue to contact me (301-903-3455), Lorretta Bryant (301-903-2164), or Susie Jones (301-903-0593) in the Records Management Division, IM-11. If NARA's guidance is required, we will contact Jill at NARA.

